

## ACTIVE GUARD/RESERVE VACANCY ANNOUNCEMENT

JFHQ-TN-HRO-AGR-Staffing  
P.O. Box 41502, Houston Barracks  
Nashville, TN 37204-1502

**OPEN ANNOUNCEMENT # M07-052**

**OPENING DATE: 05 APR 07**

**CLOSING DATE: 30 SEP 07**

(APPLICATION MUST BE RECEIVED BY CLOSE OF BUSINESS)

**POSITION: RECRUITING AND RETENTION NCO Order of Merit List (STATEWIDE)**

**MOS: 79T40**

**GRADE: E4 TO E7**

**UNIT: RECRUITING AND RETENTION**

**LOCATION: AREAS A THRU L**

**ADDITIONAL REQUIREMENT:** On your application, NEXT TO ANNOUNCEMENT NUMBER, please indicate which AREAs you are interested in. Individuals selected will be placed on an Order of Merit List and notified when the AREAS in which you have selected becomes available. Current Order of Merit Lists remain effective, therefore soldiers on the current OML are NOT required to reapply. This OML is subsequent to current OML.

**AUTHORITY:** Individual(s) selected will be ordered to Full-Time Duty (State) status under the authority of Title 32 USC, Section 502 (f).

**AREA OF CONSIDERATION:**

1. **ALL MEMBERS OF THE TENNESSEE ARMY NATIONAL GUARD MEMBERS**
2. **ALL OTHER ELIGIBLE FOR MEMBERSHIP IN THE TENNESSEE ARMY NATIONAL GUARD**

**OTHER REQUIREMENTS:** Applicant must possess some skill in salesmanship with the ability to produce quality enlistments for the Tennessee Army National Guard. A general knowledge of Federal and State laws and regulations, circulars and pamphlets is also desirable in order to effectively produce enlistments. In addition, some skill in public speaking or teaching is desirable. Applicant must be or become qualified for service as a Recruiting and Retention NCO. A minimum score of GT 110 (waivable to GT 100 with ST 100). Individuals must have high school diploma or GED with 1 (one) year of college. Grades E4 (with or without WLC) to E7. Applicants must be able to attend the Recruiting and Retention Course (79T).

**1. ELIGIBILITY:** Anyone may apply for this position. If not currently in an AGR status, to qualify for appointment individuals **MUST MEET ALL** initial eligibility requirements of AR 135-18 and NGR 600-5:

- a. Must be or become a member of the TENNESSEE Army National Guard prior to entering the AGR program
- b. Must be able to serve a minimum of five (5) years in an active duty status prior to completing 18 years of Active Federal Service (AFS) or reaching Mandatory Removal Date (MRD) whichever is earlier.
- c. Must meet medical standards prescribed in Chapter 2 of AR 40-501. Physicals must be completed by a Military Entrance Processing Station (MEPS) prior to entering the AGR Program.
- d. Must meet physical standards prescribed in AR 600-9.
- e. Must have sufficient time remaining on current enlistment to complete an initial (3) year tour.
- f. Must Not be receiving or eligible to receive Federal Retirement annuity or Military Retired Pay.
- g. Must Not be a candidate for or holding an elected Civil office or engaged in partisan political activities.
- h. Must Not be under a current Suspension of Favorable Personnel Actions (FLAGG).
- i. Must Not have resigned from the AGR program or other military service in lieu of adverse action.
- j. Must Not have been separated from the AGR program or other military service for cause, unsuitability or unfitness.
- k. Individuals who were not selected for continuation in the AGR program are ineligible for selection.

**2. Physical profile of 132221**

**3. HOW TO APPLY: Submit the following as a minimum**

- a. Signed NGB Form 34-1; Application for Active Guard Reserve Position,
- b. DA Form 2-1 / PQR / DD 1966 series p.1 / ERB /
- c. DD 2807-1 and DD 2808 / MEPROS Individual Medical Record (IMR) /
- d. Photograph in ACU, BDU or Class A Uniform (Polaroid's acceptable)
- e. Last 5 NCOERs
- f. DA Form 705 (latest APFT Card)
- g. DD Form(s) 214 and NGB Form(s) 23 (all periods of active duty)
- h. Announcement number at the top of page on NGB Form 34-1.

4. Questions regarding this announcement may be referred to MSG Rosie M. Biggs @ DSN: 683-0646 or Commercial: 615/313-0646. **Applicants are encouraged to call prior to job close date to ensure application was received.**

**5. EQUAL OPPORTUNITY:** The Tennessee National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be accessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, gender, national origin, or reprisal, except as the direct combat probability coding policy applies to women.

**6. DESCRIPTION OF DUTY:** The Recruiting and Retention NCO (RRNCO) supports the ARNG unit by recruiting quality soldiers, contributing to the retention of MOS qualified soldiers, and assisting with attrition management (reduction of first term soldier losses.) The RRNCO develops and refines leads, conducts school programs, determines basic enlistment eligibility, and pre-qualifies an individual for enlistment. Conduct enlistment, attrition management, and retention interviews and programs per applicable regulations. Explain ARNG membership requirements and benefits. Gathers individual data and prepares forms, documents, and reports incident to enlistment and extensions. Assist the unit commander in developing and implementing an effective strength maintenance program. Evaluate unit retention environment, data, forms, and files. Analyze unit pay and performance data. Trains unit first line leaders on career planning and leadership techniques which contribute to retention of qualified soldiers. Present formal and informal talks to civic and service groups and influential individuals. Assist the unit commander with advertising and media relations. Develop a harmonious working relationship with the leaders and full time unit support (FTUS) personnel of the units within the assigned area of responsibility. On order, perform assigned tasks in support of military Family Assistance Centers (post-mobilization mission). \*Detail to Recruiting assignments may also include duty as NCOIC of a Soldier Service Center.

**7. FORWARD APPLICATION TO:** Departments of the Army and Air Force, Joint Force Headquarters, Tennessee National Guard, ATTN: JFHQ-TN-HRO-AGR, P.O. Box 41502, 3041 Sidco Drive, Nashville, TN 37204-1502. Applications must be mailed at applicant's own expense. **APPLICATIONS WILL NOT BE RETURNED.**

**FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

<b><u>AREA A</u></b>	<b><u>AREA B</u></b>	<b><u>AREA C</u></b>	<b><u>AREA D</u></b>	<b><u>AREA E</u></b>	<b><u>AREA F</u></b>
Hancock	Claiborne	Pickett	Van Buren	Davidson	Rutherford
Hawkins	Campbell	Clay	Bledsoe	Williamson	Cannon
Sullivan	Scott	Macon	Rhea		Warren
Johnson	Morgan	Trousdale	Meigs		Coffee
Carter	Anderson	Smith	McMinn		Bedford
Unicoi	Union	Jackson	Monroe		
Greene	Knox	Overton	Polk		
Hamblen	Blount	Fentress	Bradley		
Grainger	Loudon	Wilson	Hamilton		
Jefferson	Roane	Putnam	Marion		
Sevier		Cumberland	Grundy		
Cocke		White	Sequatchie		
Washington		Dekalb			

<b><u>AREA G</u></b>	<b><u>AREA H</u></b>	<b><u>AREA I</u></b>	<b><u>AREA J</u></b>	<b><u>AREA K</u></b>	<b><u>AREA L</u></b>
Hickman	Stewart	Fayette	Benton	Lake	Shelby
Lewis	Montgomery	Hardeman	Henry	Obion	
Lawrence	Robertson	McNairy	Carroll	Dyer	
Maury	Sumner	Hardin	Weakley	Lauderdale	
Giles	Houston	Wayne	Gibson	Haywood	
Marshall	Humphreys	Perry	Madison	Tipton	
Lincoln	Dickson	Decatur		Crockett	
Moore	Cheatham	Henderson			
Franklin		Chester			